

STATE OF LOUISIANA DEPARTMENT OF WILDLIFE AND FISHERIES
Recreational Offshore Landings Permit Reporting Program
Information and Guidelines

The Louisiana Department of Wildlife and Fisheries (LDWF) developed the Recreational Offshore Landings Permit Reporting Program to better quantify and characterize the charter and recreational fishermen that fish beyond Louisiana's territorial waters. This program will produce more accurate data than current survey methods because it includes mandatory reporting for yellowfin tuna.

PERMIT PROGRAM REQUIREMENTS

If you are a charter captain or private angler, you must have a Recreational Offshore Landings Permit to possess or land the following species or species groups:

- Tunas*
- Swordfish
- Billfish
- Snappers (except gray snapper)
- Amberjacks
- Groupers
- Hinds

***Reportable species:** At this time, charter captains and private anglers are only required to report yellowfin tuna landings.

GETTING A PERMIT

Permits are free and can be obtained:

- Online at www.wlf.la.gov/rolp
- Through our smartphone apps:
 - iPhone: search the App Store for "Louisiana Recreational Offshore Landing Permit"
 - Android: search the Google Play Store for "LDWF Rec. Offshore Landing App"

To apply for a permit, create a profile and specify a password to access your account. You will be required to submit the following information:

- First and last name
- Street address
- Phone number
- Email address
- Recreational or charter fishing license number*

*You will not be required to enter a fishing license number if:

- You hold a lifetime license and were not issued a ten-digit fishing license number, OR
- You are an exempted senior born before June 1, 1940.

In these cases, select the applicable option (either *Lifetime* or *Senior*) in the dropdown menu.

Be sure to enter your correct fishing license number and confirm that it is accurate when prompted by the website. If you have any trouble, please call the Finfish Program Manager, Marine Fisheries Section at 504-284-2030.

Once you have entered the required information, the website will generate your Recreational Offshore Landings Permit, which you can then print.

GETTING YELLOWFIN TUNA TAGS (CHARTER ONLY)

If you're a charter captain with clients landing yellowfin tuna, you must tag each tuna around the caudal peduncle immediately after your client has brought the fish onboard your vessel. For tag requests, call the Finfish Program Manager, Marine Fisheries Section at 504-284-2030. You can pick up tags at the following LDWF offices. A receipt will be provided when you pick up tags.

- New Orleans: 2021 Lakeshore Drive, Suite 407
- Bourg: 468 Texas Gulf Road
- Grand Isle: Fisheries Research Lab, 195 Ludwig Annex
- New Iberia: 2415 Darnall Road
- Lake Charles: 1213 North Lakeshore Drive
- Venice: 237 Sports Marina Road (Venice Marina)

AT-SEA REQUIREMENTS

When fishing for the species or species groups identified in this program, you must have a copy of your Recreational Offshore Landing Permit Number on your person throughout your entire fishing trip.

You must also maintain a harvest log, documenting your yellowfin tuna harvest. You must keep this log onboard while at sea. LDWF provides a sample harvest log (see website or appendices); you do not have to use this form, but you must report the same information listed in the LDWF form in your log.

If you're a charter captain, you must also record the tag numbers for your clients' yellowfin tuna catch in your harvest log under "authorization number."

SUBMITTING HARVEST REPORTS

Deadlines

Private anglers must submit a harvest report before offloading yellowfin tuna from their fishing vessel.

Charter captains may submit a harvest report after landing their clients' catch. They are responsible for reporting all yellowfin tuna landed by their clients and must submit their harvest reports by the fifteenth day of the following month. For

example, charter captains with multiple trips scheduled for the month of November must submit their harvest reports by December 15.

Procedures

Submit harvest reports via the following methods:

- Website or mobile website at www.wlf.la.gov/rolp. It's easiest for charter captains to submit harvest reports through the website because you may enter multiple trips on one report.
- Our iPhone or Android app. The smartphone apps are the most efficient reporting method for most private anglers, especially since these applications work without being connected to a cellular or Wi-Fi network.
- Reporting line at 877-792-3440.

When creating a report, you must submit the following information for each yellowfin tuna:

- When it was caught (date and time, based on four, six-hour time blocks)
- Where it was caught (offshore tract and block number)
- Its curved fork length, in inches
- The eight-digit Federal Highly Migratory Species Angling Permit Number for the vessel used in landing the yellowfin tuna.
- Charter captains must also report the tag number associated with each of their clients' landed yellowfin tuna.

Please see the appendices for additional details on entering harvest reports through the website, smartphone applications, and the reporting line.

CONFIRMATION AND ENFORCEMENT

When you submit your harvest report via the website, mobile website, or reporting line, you will receive a confirmation number immediately.

When you submit your harvest report using a smartphone application, you will receive your confirmation once you are connected to a cellular or Wi-Fi network and the database receives the harvest report. If you submit a report in a remote area with no network, the application will show that report has been submitted through an "outbox" feature, which you will be able to show to LDWF enforcement agents if necessary.

If you are a charter captain, the tag numbers on your clients' landed yellowfin tunas will serve as your immediate confirmation numbers. However, you must enter these tag numbers into the system before the harvest report deadline.

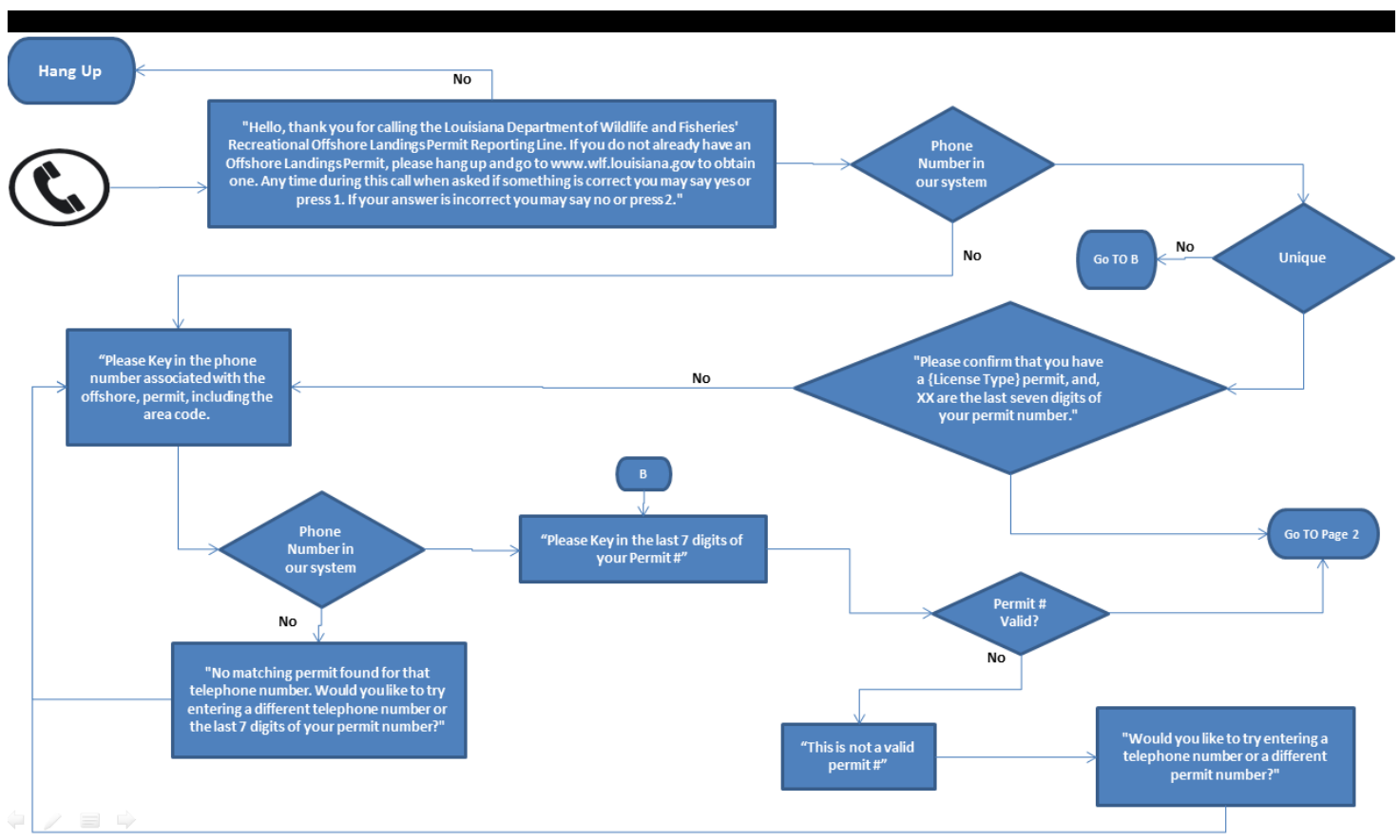
This program was developed under authority granted to the Louisiana Wildlife and Fisheries Commission and the Department of Wildlife and Fisheries in R.S. 56:6(34), R.S. 56:6(25)(a), R.S. 56:326.1, R.S. 56:326.3, R.S. 56:320.2(C), L.A.C. 76:VII.206, L.A.C. 76:VII.361, and L.A.C. 76:VII.377. A National Fish and Wildlife Foundation Gulf Response Grant provided funding for portions of this program.

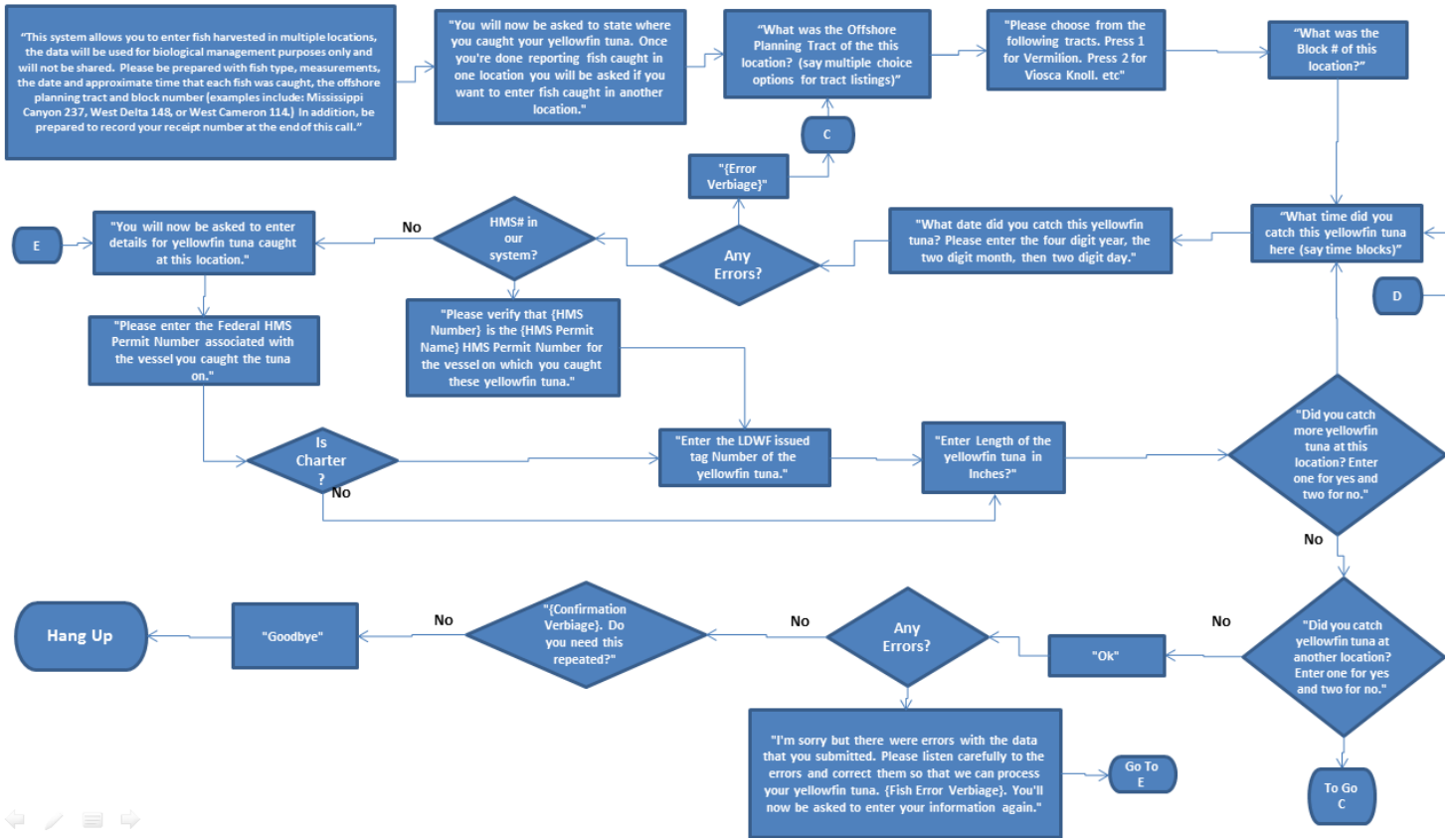
Appendix 1. Recreational Offshore Landing Permit Reporting Line Guidance

If you're calling from the phone number registered to your account, the reporting line will automatically identify your account and allow you to bypass entering your login data. If you're calling from a phone not identified in the database, you must enter the phone number associated with your permit or the last seven digits of your permit number.

When calling the reporting line, you can enter information for multiple fish on one phone call and will receive a single confirmation number at the end of the call. This number will serve as your authorization for offloading reportable species. The line will require you to first enter the number of locations fished, then you'll enter information for each tuna based on location.

See flowchart below for specific details. Flow resumes from bottom right block on first page to upper left block on second page.






Appendix 2. Website and Mobile Website (www.wlf.la.gov/rolp) and Smartphone App Guidance

Go to *Get the Permit*.

CREATING AN ACCOUNT

To create an account, click the **Register** link below the **Log in** button (**screen 1**). When you click **Register**, a choice of two buttons, **Charter** or **Recreational** will appear (**screen 2**). Select the appropriate button to indicate if you're registering as a private recreational angler or a charter captain.

Screen 1. Recreational Offshore Landing Permit Log In Page



Recreational Offshore Landing Permit

Log in. Enter your user name and password below.

User name

Password

☐ Remember me?

[Register](#) if you don't have an account.

Screen 2. Recreational Offshore Landing Permit Charter or Recreational Selection Screen



Recreational Offshore Landing Permit

If you select **Recreational**, you will be directed to the Recreational Registration page (**screen 3**):

Screen 3. Recreational Offshore Landing Permit Recreational Registration Page



License Type:

Login Username:

Password:

Confirm password:

Email:

Name:

Street Address:

Street Address line 2:

City:

State:

Zip:

Phone Number:

LDWF Recreational Saltwater Fishing License: (Enter your license number without dashes)

Confirm Fishing License Number:

Enter the following information:

- 1) License Type – Select your license type; **Normal**, **Senior**, or **Lifetime***
- 2) Login Username – Select a unique username for your account.
- 3) Password – Select a unique password that is at least 6 characters long.
- 4) Confirm Password – Retype and confirm password selected in Step 3.
- 5) Email – Enter the e-mail address you'd like associated with this permit.
- 6) Name – Enter your first and last name with one space between each name.
- 7) Street Address – Enter your current street address.
- 8) Street Address Line 2 – Enter any additional address information such as apartment or suite numbers.
- 9) City – Enter the city associated with your current address.
- 10) State – Enter the complete state name associated with your current address.
- 11) Zip – Enter the seven-digit zip code associated with your current address.
- 12) Phone Number – Enter the phone number you'd like associated with this permit in the format (###) ###-####.

*If you've selected a **Lifetime** or **Senior** license, your registration is complete at Step 12 and you can now click the **Submit Application** button. You will be routed to a profile page that displays the information you entered in Steps 1-12 (**screen 4**). From this page, you can print a copy of your Recreational Offshore Landing Permit by selecting the **View Printable Profile** link underneath your profile information (**screen 5**). To return to the profile page, use your browser's back button.

- 13) LDWF Recreational Saltwater Fishing License (optional) – Enter your ten-digit LDWF-issued saltwater fishing license number without any dashes in the format #####.
- 14) Confirm Fishing License Number (optional) – Re-enter and confirm the license number entered in Step 13.
- 15) Click **Submit Application** button to complete the registration process. You will be routed to a profile page that displays the information you entered in Steps 1-14 (**screen 6**). From this page, you can print a copy of your Recreational Offshore Landing Permit by selecting the **View Printable Profile** link underneath your profile information (**screen 7**). To return to the profile page, use your browser's back button.

Screen 4. Recreational Offshore Landing Permit Profile Page for Anglers with a Senior or Lifetime License



Recreational Offshore Landing Permit

Hello, [testseniortuna](#) ! [Log out](#)

[Home](#) [Create Report](#)

LDWF Recreational Saltwater Fishing License: SENIOR


Name: Tommy Tuna
Phone: (504) 284-2030
Street Address: 2021 Lakeshore Drive
Street Address(line2): Suite 407
City: New Orleans
State: Louisiana
Zip: 70122

Current Offshore Landing Permit: Senior-963769
Expiration Date: 6/30/2013

[View Printable Profile](#)
[Change Password](#)
[Edit Profile](#)
[View Harvest Records](#)
[Create Harvest Report](#)

Screen 5. Recreational Offshore Landing Permit Printable View Screen for Anglers with a Senior or Lifetime License

2012 - 2013



Recreational Offshore Landing Permit

Permit: Senior-963769
Expiration Date: 6/30/2013
LDWF Recreational Saltwater Fishing License: SENIOR
Name: Tommy Tuna
Phone: (504) 284-2030
Street Address: 2021 Lakeshore Drive
Street Address(line2): Suite 407
City: New Orleans
State: Louisiana
Zip: 70122

Screen 6. Recreational Offshore Landing Permit Profile Page for Anglers with a Normal License



Recreational Offshore Landing Permit

Hello, [testrolpldwf](#) ! [Log out](#)

[Home](#) [Create Report](#)

LDWF Recreational Saltwater Fishing License: 555555559


Name: Joe Angler
Phone: (504) 284-2031
Street Address: 2021 Lakeshore Drive
Street Address(line2): Suite 407
City: New Orleans
State: Louisiana
Zip: 70121

Current Offshore Landing Permit: 555555559-9307422
Expiration Date: 6/30/2013

[View Printable Profile](#)
[Change Password](#)
[Edit Profile](#)
[View Harvest Records](#)
[Create Harvest Report](#)

Screen 7. Recreational Offshore Landing Permit Printable View Screen for Anglers with a Normal License

2012 - 2013



Recreational Offshore Landing Permit

Permit:	555555559-9307422
Expiration Date:	6/30/2013
LDWF Recreational Saltwater Fishing License:	555555559
Name:	Joe Angler
Phone:	(504) 284-2031
Street Address:	2021 Lakeshore Drive
Street Address(line2):	Suite 407
City:	New Orleans
State:	Louisiana
Zip:	70121

If you choose the **Charter** button (**screen 4**), you will be directed to the Charter Registration page (**screen 8**).

Screen 8. Recreational Offshore Landing Permit Charter Registration Page



Recreational Offshore Landing Permit

License Type:

Login Username:

Password:

Confirm password:

Email:

Name:

Street Address:

Street Address line 2:

City:

State:

Zip:

Phone Number:

LDWF Charter Boat Fishing Guide License: (Enter your license number without dashes)


Confirm Fishing License Number:

Enter the following information:

- 1) License Type – Charter users will always select **Normal**.
- 2) Login Username – Select a unique username for your account.
- 3) Password – Select a unique password that is at least 6 characters long.
- 4) Confirm Password – Retype and confirm password selected in Step 3.
- 5) Email – Enter the e-mail address you'd like associated with this permit.
- 6) Name – Enter your first and last name with one space between each name.
- 7) Street Address – Enter your current street address.
- 8) Street Address Line 2 – Enter any additional address information such as apartment or suite numbers.
- 9) City – Enter the city associated with your current address.
- 10) State – Enter the complete state name associated with your current address.
- 11) Zip – Enter the seven-digit zip code associated with your current address.
- 12) Phone Number – Enter the phone number you'd like associated with this permit in the format (###) ###-####.
- 13) LDWF Charter Boat Fishing Guide License – Enter your six-digit LDWF-issued charter boat fishing guide license number without any dashes in the format #####.
- 14) Confirm Fishing License Number – Re-enter and confirm the license number entered in Step 13.
- 15) Click **Submit Application** to complete your registration. You will be routed to the profile page that displays the information you entered in Steps 1-14 (**screen 9**). From this page, you can print a copy of your

Recreational Offshore Landing Permit by selecting the ***View Printable Profile*** link underneath your profile information (**screen 10**). You can also change your password, edit your profile, view previous harvest reports, or create harvest reports. You can access your profile page at any time while logged in to the website by clicking the ***Home*** tab on the right side of the page.

Screen 9. Recreational Offshore Landing Permit Profile Page for Licensed Charter Boat Fishing Guides



Recreational Offshore Landing Permit

Hello, testcharterldwf ! [log off](#)

[Home](#) [Create Report](#)

LDWF Charter Boat Fishing Guide License: 999991
Name: Captain Gulf
Phone: (504) 284-2030
Street Address: 2021 Lakeshore Drive
Street Address(line2): Suite 407
City: New Orleans
State: Louisiana
Zip: 70122
Current Offshore Landing Permit: 999991-6387845
Expiration Date: 6/30/2013

[View Printable Profile](#)
[Change Password](#)
[Edit Profile](#)
[View Harvest Records](#)
[Create Harvest Report](#)

Screen 10. Recreational Offshore Landing Permit Printable View Screen for Licensed Charter Boat Fishing Guides

2012 - 2013



Recreational Offshore Landing Permit
Permit: 999991-6387845
Expiration Date: 6/30/2013
LDWF Charter Boat Fishing Guide License: 999991
Name: Captain Gulf
Phone: (504) 284-2030
Street Address: 2021 Lakeshore Drive
Street Address(line2): Suite 407
City: New Orleans
State: Louisiana
Zip: 70122

LOGGING IN

Once you've created an account, you can log in at rolp.wlf.la.gov/. Simply enter your user name and password and click the ***Log in*** button (**screen 1**). When you're logged in, you can submit and review harvest reports, print a copy of your Recreational Offshore Landing Permit, and use all the functions associated with the website.

OTHER NAVIGATION

Home Tab

Click the ***Home*** tab to go back to your main profile page.

Print Your Permit

Print a copy of your Recreational Offshore Landing Permit by selecting the ***View Printable Profile*** link below your profile information on your profile page. The printable version of the permit will appear on a separate page. Be sure to print your permit; you are required to have this documentation onboard your vessel.

Change Your Password

Change your password by entering your current password and a new password and then confirming your new password. Your password must be 6 characters long (screen 11).

Screen 11. Recreational Offshore Landing Permit Change Password Page



Change Password. Use the form below to change your password.

New passwords are required to be a minimum of 6 characters in length.

Current password

New password

Confirm new password

Change password

Edit Your Profile

To change your profile information such as your name, phone, or address, simply enter the new information in the appropriate cells and click the *Submit Changes* button (screen 12).

Screen 12. Recreational Offshore Landing Permit Edit Profile Page



Edit Profile

Name:	Captain Gulf
Phone:	(604) 284-2030
Street Address:	2021 Lakeshore Drive
Street Address(line2):	Suite 407
City:	New Orleans
State:	Louisiana
Zip:	70122

Submit ChangesBack

CREATING A REPORT

Click the **Create Report** tab or the **Create Harvest Report** link on the main profile page to create a new harvest report (**screen 13**). You must be logged in to the site to create a report.

Screen 13. Recreational Offshore Landing Permit Create Harvest Report Page



Recreational Offshore Landing Permit

Hello, [testuser](#) ! [Log off](#)

[Home](#) [Create Report](#)

Permit Number: 1234512345-9353

Date Caught	Time Caught	Offshore Tract (Map)	Block Number	Fish (common name)	Length (inches)	Federal HMS Angling Permit Number (?)	Tag Number (?)
<input type="text"/>	Midnight - 6am ▾	Sabine Pass ▾	<input type="text"/>	Yellowfin Tuna ▾	<input type="text"/> (?)	<input type="text"/>	n/a

[Remove](#)

[Add Fish](#)

[Submit Report](#)

Time: Enter the time that you caught the fish.

Offshore Tract: Select the tract where you caught the fish; refer to the map if needed.

Block Number: Enter the Offshore Tract Block Number where you caught the fish.

Length: Enter the fish length in inches; refer to the measurements guide for more information.

Federal HMS Angling Permit Number: Only enter the Federal HMS Angling Permit Number if entering information if you caught yellowfin tuna.

Tag Number: Only enter the Tag Number if entering information if you caught yellowfin tuna and are using Charter Fishing License.

Enter data for each fish individually.

- 1) Date Caught – Choose the date when the reportable fish was caught using the plus or minus date clicker that pops up. This should be today's date for all non-charter recreational anglers.
- 2) Time Caught – From the dropdown menu, select one of the six-hour time blocks that best fits when you caught the reportable species in this particular location.
- 3) Offshore Tract – Select the appropriate Offshore Tract where this fish was caught. Click the **Map** link below Offshore Tract for a map of the Outer Continental Shelf planning tracts off of Louisiana.
- 4) Block Number – Enter the block number of the Offshore Tract you were fishing in when you caught this fish. For example, an angler fishing in Grand Isle 47 would select the Grand Isle Offshore Tract in Step 3 and enter the number 47 for Block Number.
- 5) Fish – This menu will already indicate yellowfin tuna.
- 6) Length – Enter the curved fork length in inches of the fish you are reporting. Click the ? link next to the entry box for inches for instructions on measuring fish.
- 7) Federal HMS Angling Permit – Enter the 8-digit Federal HMS Angling Permit associated with the vessel from which you were fishing.
- 8) Tag Number – Enter the LDWF-issued tag number for the individual yellowfin tuna reported. This link will only be available if you are logged in as a charter captain and you have selected to report yellowfin tuna. Click the ? link next to the **Tag Number** heading for additional information.

Repeat this process for each reportable fish by clicking the **Add Fish** button (**screen 13**).

If you make a mistake, use the **Remove** button to remove the entire entry and start over. Correct individual mistakes by simply changing the information in each field prior to submitting the report.

Once you have entered all reportable fish, click **Submit Report** to finalize the report and submit it to LDWF (**screen 13**). When you click this button, red text will appear, prompting you to confirm all of the information in your report prior to clicking the **Confirm** button (**screen 14**). You should be absolutely certain that all information is correct prior to clicking the **Confirm** button.

Screen 14. Recreational Offshore Landing Permit Harvest Report Entry Confirmation Screen



Permit Number: 1234512345-9353

Date Caught	Time Caught	Offshore Tract (Map)	Block Number	Fish (common name)	Length (inches)	Federal HMS Angling Permit Number (?)	Tag Number (?)	
12/27/2012	Midnight - 6am	Sabine Pass	11	Yellowfin Tuna	11 (?)	12344567	n/a	<button>Remove</button>

Add Fish

Please click **Confirm** to submit your report. You may still make changes to the information before confirming.

Confirm

Time: Enter the time that you caught the fish.

Offshore Tract: Select the tract where you caught the fish; refer to the map if needed.

Block Number: Enter the Offshore Tract Block Number where you caught the fish.

Length: Enter the fish length in inches; refer to the measurements guide for more information.

Federal HMS Angling Permit Number: Only enter the Federal HMS Angling Permit Number if entering information if you caught yellowfin tuna.

Tag Number: Only enter the Tag Number if entering information if you caught yellowfin tuna and are using Charter Fishing License.

SUBMITTING A REPORT

After you have submitted and confirmed a harvest report, you will be directed to a webpage that displays the harvest report you just submitted. On this page, you can print the harvest report using the **Print This Report** button (**screen 15**).

GETTING A CONFIRMATION NUMBER

Once you've submitted a harvest report, your Confirmation Number will appear on the left side of the submitted report below your permit number (**screen 15**). **This ten-digit alphanumeric confirmation number is the authorization number that you must enter on the harvest log prior to offloading reportable species from your vessel.**

Screen 15. Recreational Offshore Landing Permit Submitted Report Screen



Recreational Offshore Landing Permit

Hello, [testuser](#) ! [log off](#)

[Home](#) [Create Report](#)

Permit Number:
1234512345-9353

Date:
12/27/2012

Confirmation Number:
YIHWI6KMPY


Date Caught	Time Caught	Offshore Tract	Block Number	Fish (common name)	Length (inches)	Federal HMS Angling Permit Number	Tag Number
12/27/2012	Midnight - 6am	Sabine Pass	11	Yellowfin Tuna	11	12344567	n/a

[Print This Report](#)

VIEWING HARVEST REPORTS

This page allows you to review previously entered harvest reports. Simply click on the link for the date of the harvest report you wish to view (**screen 16**) and the selected harvest report will appear (**screen 17**).

Screen 16. Recreational Offshore Landing Permit View Harvest Reports Page



Recreational Offshore Landing Permit

Hello, [jadriance](#) ! [log off](#)

[Home](#) [Create Report](#)


View Landing Reports

[10/5/2012](#)
[8/6/2012](#)

[9/13/2012](#)
[8/1/2012](#)

[8/22/2012](#)

Screen 17. Recreational Offshore Landing Permit: Viewing a Previously Entered Harvest Report



Recreational Offshore Landing Permit

Hel

Home

FEEDBACK

Permit Number:
1234512345-9353

Date:
12/26/2012

Confirmation Number:
536IDVS3ZR

Date Caught	Time Caught	Offshore Tract	Block Number	Fish (common name)	Length (inches)	Federal HMS Angling Permit Number	Tag Number
12/26/2012	Midnight - 6am	South Marsh Island	12	Yellowfin Tuna	56	12345678	n/a

Print This Report

MOBILE WEBSITE

To use the mobile website to apply for a Recreational Offshore Landing Permit, file Harvest Reports, and receive Confirmation Numbers, follow the same process as outlined in the instructions above for the full website.

iOS APPLICATION

Download the free “**Louisiana Recreational Offshore Landing Permits App**” for iPhones and iPads through iTunes or the Apple App Store or through www.wlf.la.gov/rolp. To use the iOS application to apply for a Recreational Offshore Landing Permit, file Harvest Reports, and receive Confirmation Numbers, follow the same process as outlined in the instructions above for the full website.

ANDROID APPLICATION

Download the “**LDWF Rec. Offshore Landing App**” for Android smartphones or tablets through the Google Play Store or through www.wlf.la.gov/rolp. To use the Android application to apply for a Recreational Offshore Landing Permit, file Harvest Reports, and receive Confirmation Numbers, follow the same process as outlined in the instructions above for the full website.

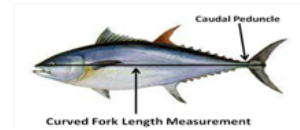
Appendix 3. Sample Harvest Log



Louisiana Yellowfin Tuna Harvest Reporting Form (Recreational and Charter Only)

LA Offshore Permit Number:

YEAR: 2012



	Date (Month and Day)	Time	a.m. or p.m.	Trip Type (Private or Charter)	Location (OCS Block)	Curved Fork Length (inches)	Authorization Number	Vessel Federal HMS Angling Permit Number
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

[illegible]